

23 September 1991

Transportation and Travel

TRAFFIC ACTIVITY REPORT (RCS ATBO-23(R3))

**Summary.** This regulation establishes procedures for gathering data and provides instructions for preparing TRADOC Form 406-R (Traffic Activity Report) (RCS ATBO-23(R3)).

**Applicability.** This regulation applies to TRADOC Active Army installation transportation offices.

**Supplementation.** Do not supplement this regulation without approval from Commander, TRADOC, ATTN: ATBO-HT, Fort Monroe, VA 23651-5000.

**Forms.** "R" form at the back of this regulation is for local reproduction. Have it printed through your forms management office.

**Suggested Improvements.** The proponent of this regulation is the Office of the Deputy Chief of Staff for Base Operations Support. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATBO-HT, Fort Monroe, VA 23651-5000.


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- 1. Purpose.** This regulation establishes a uniform method for gathering and reporting statistical data in the movement of passengers, freight, and personal property. It outlines the responsibilities of installation transportation officers (ITOs) for reporting data.
- 2. Responsibilities.**
- a. The Deputy Chief of Staff for Base Operations Support uses the data to analyze movement trends, movement control, and resource requirements (manpower and dollars). Data is used as input to the TRADOC Quarterly Logistics Overview.
  - b. ITOs will prepare a quarterly traffic activity report using TRADOC Form 406-R.
- 3. Reporting requirements.** ITOs must submit one copy of TRADOC Form 406-R to Commander, TRADOC, ATTN: ATBO-HT, Fort Monroe, VA 23651-5000, by the 25th day following the end of each quarter. The reporting periods are:
- a. 1st Quarter, 1 October-31 December.
  - b. 2d Quarter, 1 January-31 March.
  - c. 3d Quarter, 1 April-30 June.
  - d. 4th Quarter, 1 July-30 September.

FOR THE COMMANDER:

OFFICIAL: CRAIG A. HAGAN  
Major General, GS  
Chief of Staff

  
DAVID G. FITZ-ENZ  
Colonel, GS  
Deputy Chief of Staff for  
Information Management

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\* This regulation supersedes letter, HQ TRADOC, ATPL-MT, 23 December 1986, subject: Policy-Traffic Activity Report (RCS ATBO-23(R3)).

<b>TRAFFIC ACTIVITY REPORT</b> (TRADOC Reg 55-3)		PERIOD ENDING	REQUIREMENTS CONTROL SYMBOL ATBO-23(R3)
TO Commander US Army Training and Doctrine Command ATTN: ATBO-HT Fort Monroe, VA 23651-5000		FROM	
<b>SECTION A - PERSONAL PROPERTY MOVEMENTS</b>			
	OUTBOUND	INBOUND	REWEIGHS ORDERED
1. International (Intl) household goods (HHG) shipments over 2000 lbs			
2. Unaccompanied (unacmp) baggage shipments over 100 lbs			
3. Domestic HHG shipments over 500 lbs and Intl HHG shipments 500 to 2000 lbs			
4. Unacmp baggage shipments less than 100 lbs and HHG shipments less than 500 lbs			
5. Total items 1 thru 4 outbound shipments (less Direct Procurement Method [DPM] )			
6. DPM Shipments			
7. Do-It-Yourself (DITY)			
8. House trailer/mobile homes			
9. Local Drayage moves			
10. Nontemporary storage (NTS) lots			
11. Total number of inspections/weighings witnessed (excluding claims)			
12. Claims inspections			
13. Percent of total eligible shipments inspected/weighings witnessed			
14. Reweigh data (total number of pounds difference when destination weight is less than origin weight)			
a. Intl Govt bills of lading		b. Domestic (Codes 1, 2)	
<b>SECTION B - FREIGHT MOVEMENTS</b>			
15. Commercial forms/bills of lading processed for outbound shipments			
a. Number		b. Total Pounds	
16. Government Bills of Lading processed			
a. Outbound: Number		Tons	
b. Inbound: Number		Tons	
<b>SECTION C - PASSENGER MOVEMENTS</b>			
	OUTBOUND	INBOUND	
17. Number of groups processed			
18. Total number of passengers in all groups			
19. Number of persons processed as individual travelers			
20. Total number of individuals processed (items 18 & 19)			
<b>SECTION D - REMARKS</b>			
(Comments on trends, major deviations, significant problems. Attach additional sheets.)			
NAME AND TITLE OF SUPERVISOR RELEASING REPORT		OFFICE CODE AND AUTOVON TELEPHONE NUMBER	DATE

## **INSTRUCTIONS FOR COMPLETING TRADOC FORM 406-R**

### **SECTION A — PERSONAL PROPERTY MOVEMENTS.**

**Items 1 thru 3.** Enter number of shipments in each category and number of shipments for which REWEIGHS were ORDERED.

**Items 4 thru 10.** Enter number of shipments in each category as indicated.

**Item 11.** Enter total number of witnessed weighings/inspections accomplished (excluding claims).

**Item 12.** Enter the total number of claims inspections conducted.

**Item 13.** Enter the percent (%) of witnessed weighings/inspections accomplished for the total of all eligible categories (lines 1-6 and 8-10) of personal property shipments.

**Item 14.** Enter the total weight resulting from reweighs of shipments where the destination weight was less than the origin weight.

### **SECTION B — FREIGHT MOVEMENTS.**

**ITEM 15.** Enter the number of commercial forms and bills of lading processed and the total weight expressed in POUNDS.

**ITEM 16.** Enter the number of Government bills of lading processed and the total weight expressed in TONS.

### **SECTION C — PASSENGER MOVEMENTS.**

**ITEM 17.** Enter the number of groups processed.

**ITEM 18.** Enter the number of passengers in all groups.

**ITEM 19.** Enter number of persons processed as individual travelers.

**ITEM 20.** Enter total number of individuals processed (Items 18 and 19).

### **SECTION D — REMARKS.**

Enter any information required for explanation, e.g., why inspection or reweigh requirements were not met, or to advise of problems being experienced in connection with this report.